Grants for Innovative Teaching

Grant Writing Workshop

Agenda

- Mission Statements

- Completing the *GFIT* Application

- Budgeting Overview:
  - Guidelines
    - Example from: The Beginning of Wisdom is to Call Things by Their Right Names

- Grant Writing Tips:
  - *GFIT* criteria and hints

- Submitting Your Application

- *GFIT* Timeline

- Resources and Questions

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Mission Statements

Mission Statements

Mission of the Junior League of Dallas:

"The Junior League of Dallas is an organization of women committed to promoting voluntarism, developing the potential of women and improving the community through effective action and leadership of trained volunteers."

Mission Statements

Mission of *Grants for Innovative Teaching*:

"The purpose of *Grants for Innovative Teaching* is to encourage and support excellence in teaching by awarding grants up to $2,000 to Dallas ISD teachers for special and innovative projects that otherwise would not be provided for in school budgets."

Completing the Application

Information Form

- Complete all information on this page

*Title of Project:

*First Name

*Last Name

*Your Position (e.g., 3rd grade teacher, 8th grade math teacher, AP Biology teacher, learning support specialist, etc.)

* ☐ I confirm that I will be employed by Dallas ISD for 2019 - 2020 school year.

*School:

*School Street Address:

*School City:

*School Zip Code:

*Summer phone number:

*Summer e-mail address:

*School phone number:

*School e-mail address:

*School Principal Name:

**School Principal's Email:

*School Feeder Pattern

*Have you previously received *Grants for Innovative Teaching* funding?
- ◯ Yes
- ◯ No

Project Description

- Don't forget to define the number of students DIRECTLY impacted by the project
  - Accurate numbers are more important than artificially large numbers

Detailed Project Summary:

*Target Population (e.g., grade level & subject):

[   ]

*Grade Level(s) Impacted:

[   ]

*Number of Students Directly Participating:

[   ]

Please choose the categor(ies) from the list below that best describe the subject matter covered by your grant request. If you choose more than one category below, please rank them by order of importance in the 'Other' box, below.

- ☐ STEAM (Science, Technology, Engineering, Art and Math)
- ☐ STEAM with Texas Instruments (TI) technology
- ☐ Literacy
- ☐ Diversity
- ☐ Arts/Cultural
- ☐ Other

If you checked "Other," please describe:

[   ]

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Project Summary

- Describe <u>background</u> of and <u>need</u> for project/program
- Share educational research (if it supports the goals of your program)
- Define terminology and acronyms
  - Not all JLD personnel will be familiar with them

Please provide detailed information for the following questions. Attach additional pages as necessary.

Project Summary

*Provide a brief narrative (10-15 sentences) describing your project. Please include the need, goal, target population and program components.

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Innovation

- Projects can be innovative in many different ways!
  - For example:
    - Incorporating new technology into a specific project with goals and objectives
    - Using technology in a different way or with a new population of students
    - Incorporating new teaching methods or activities to address a certain need
    - Experiential or hands-on learning
    - Broadening students awareness of concepts through creative methods or experiences

Innovation

*How or why is this project innovative (provide three (3) examples)?

*Please see guidelines later in this presentation regarding technology; technology MUST be accompanied by lesson plans, etc., because we cannot fund "tech only" requests

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Implementation and Objectives

Implementation, Objectives and Evaluation

- List each **objective** and describe the **evaluation method/tool** used for each objective's major activities, as well as the expected results to be achieved for each objective. Please use the following table for this section. If your evaluation tool includes a grading rubric, please attach a sample rubric showing the criteria that will be used to evaluate each student. (REMEMBER: Objectives should be specific and measurable and relate to the project evaluation).

*Objective 1

*Instructional Activity

*Evaluation Tool

*Anticipated Results

Implementation and Objectives

- Define clear goals which can be tracked through measurable outcomes

Objective	Instructional Activity	Evaluation Tool	Anticipated Result
Students will be able to complete a Science Fair Project and/or a Forensic science Symposium Presentation.	HS mentor & 5th-8th student Display Board	Display Board Grading rubric	80% or more of the students will have a Display Board for Science Fair or Forensics Symposium.
Students will be able to solve a simulated crime.	Anatomy & Histology Lab; Blood Splatter Lab; DNA Fingerprinting and Electrophoresis Labs, TI-Smart View™ Emulator Software Data Analysis	Lab write-ups and reports posted on the student created website/blog.	80% or more of the students will correctly identify a crime suspect in a simulated crime scene by using multiple technologies.

Example shown from Molina Bureau of Investigation (MBI), Molina High School

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Evaluation Tool(s)

- Include, as appropriate, quantitative metrics that can realistically demonstrate the grant's impact

- Examples include:

  - Pre/post-test scores

  - Average test score over project material

  - Completion outcomes

Please check which evaluation tools listed below will be utilized during your project to assess student learning and anticipated results:
- Pre-/Post-Test
- Quizzes
- Unit testing
- Written presentation
- Oral presentation
- Visual presentation
- Creative product
Please specify (Dance, Mural/Sculpture, Song/Instrumental, etc...)
[   ]
- Other

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Anticipated Results

- If this is a repeat year of a grant, include previous year's stats
- If this is a new grant, try to find benchmarks that can be applied
  - If that is not reasonable or feasible, simply list **what kind of metrics you intend on using**
  - Make sure you will be ready to **include those actual metrics achieved in your end-of-year report**

Timeline

- Create a realistic, detailed timeline for your project
- Include plenty of time to order/receive supplies (see example below)

Teacher blog:	Began April 15, 2013
Students begin international studies:	September 1, 2012
Stage one of Culture Gauge:	September 15, 2013
Stage one of Animation:	September 15, 2013
Mural Design Stage	September 15 to September 30, 2013
DVD editing:	September 15 to October 31, 2013
Stage two of Animation:	October 1, 2013
Mural, Tile Sculpting:	October 1 2013 to January 31, 2014
Stage three of Animation:	October 15, 2013 to February 28, 2014
Stage two of Culture Gauge:	November 1, 2013 to January 31, 2014
Firing of tiles:	January 5 to February 15, 2014
Glazing of tiles:	February 20 to March 15, 2014
Installation of Mural	TBD by school administration

Example shown from Berlin to Istanbul, Molina High School

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Budget

Budget Guidelines

- The GFIT funding limit is $2,000
  - If your budget exceeds $2,000, you must explain other <u>guaranteed</u> sources of funding (e.g., other grants, PTA, school funding). We will not approve grants that are dependent on additional, unsecured funds.
  - Grant recipients will be required to submit an expense report and legible copies of all receipts with their final report
- Obtain current price quotes for all items listed on the budget be using a new vendor catalog, visiting the vendor's website, or by contacting the vendor directly.
- Include shipping/handling costs as part of your budget
- The Junior League of Dallas does not reimburse sales tax. Please remember to use your school's tax exempt certificate when purchasing items. Do not include sales tax in your budget.
- Monies may only be used for project expenses as presented in your budget or as approved and amended by the *GFIT* committee
- **Dallas ISD can only authorize the purchase of items from approved vendors.** Please ensure that you only list DISD approved vendors on your budget worksheet.

Budget Worksheet

- A budget worksheet must be attached to your application and complete in detail.

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2018-2019 Grants for Innovative Teaching Budget Worksheet

Item	Quantity	Cost Per Unit	Total
		Grand Total	$0.00
Comments:			

Budget Worksheet Example

- <u>Notice the detail in the description of each line item</u>

- <u>Also notice how the line item costs are specific (down to the penny) with no rounding</u>

- <u>No vague placeholder or "catch-all" dollars</u>

- <u>All math is correct (costs multiply across and add down without errors)</u>

Item	Quantity	Cost Per Unit	Total ($)
Original Buddha Board (for water based calligraphy)	15	28.00	$420.00
Speak E-Z Chinese in Phonetic English	22	10.81	$237.82
Chinese For Kids: Beginning Level 1, Volume 1	1	22.49	22.49
Pimsleur : Learn to Speak and Understand Mandarin	3	32.97	98.91
Tuttle Chinese for Kids Flash Cards Set Vol 1	3	13.57	40.71
Muzzy Classroom Edition: Chinese	1	349.95	349.95
My First Book of Chinese Calligraphy	16	13.57	217.12
Let's Go Guang MultiMedia Learning Kit	1	49.95	49.95
Chinese New Year Crafts (Library Binding)	1	23.93	23.93
Life in Ancient China (Library Binding)	1	26.60	26.60
Ancient China (DK Eyewitness Books)	1	11.55	11.55

Grand Total $ 1499.03

Example from "The Beginning of Wisdom is to Call Things By Their Right Name"

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GFIT CANNOT fund:

- Things we <u>cannot fund</u>, so please <u>do not include in your budget</u>:
  - "Technology only" grants
    - We cannot grant requests for technology only (e.g., Smartboards, Kindles, iPads) which will be for general use in the classroom
    - *GFIT* is project-focused. Technology can be a part of a project with defined lesson plans, goals, objectives and metrics

GFIT CANNOT fund:

- Things we <u>cannot fund</u>, so please <u>do not include in your budget</u>:
  - Food, snacks, incentives and award line items
    - For example, "the student with the most creative journal will win a T-shirt" **– not funded**
    - **Instead, consider** "the student with the most creative journal will be recognized in a school assembly"

GFIT CANNOT fund:

- Things we <u>cannot fund</u>, so please <u>do not include in your budget</u>:
  - Teacher development, related travel, training or conferences line items
    - For example, "to be trained in the art of mosaics, I will first attend a conference to learn..." **– not funded**
    - **Instead, consider** "we will use XYZ textbook which discusses the history of making mosaics to guide classroom best practices using this medium; I will incorporate a different technique or medium each month of my lesson plan"

Grant Writing Tips

Grant Writing Tips

- Choose a memorable, descriptive project title
  - Committee will review more than 100 applications - make your title count!

- Ensure that your goals, timeline and budget tie together
  - All items in the budget need to be described (specifically or by category) in the project description
  - The timeline needs to reflect all major steps in the project
  - **More detail is always better! It is hard to award grants with only vague information!**

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Grant Writing Tips

- If you request books and/or software or apps:
    - Tell us why you chose the specific titles or programs
    - You may need to include reviews or links to these resources so we know what they are – please remember JLD volunteers may not be familiar with your resources
    - If you are ordering a pre-designed "kit," you **MUST describe how you will add innovation and originality to it and not simply be executing a pre-packaged curriculum**

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Grant Writing Tips

- If your project costs more than $2,000 but you are only requesting $2,000 from JLD, please list where else you are getting funding
  - Self-funding? School has agreed to pay the rest? PTA has raised funds?
  - We only grant funds to projects that can be implemented entirely
  - **If you can't guarantee your other funding source(s)**:
    - Please describe how you would amend the project to be executed with just $2,000 and provide an alternate (lower) budget

GFIT Timeline

- Grant applications are <u>due Monday, March 11, 2019 by 5 p.m.</u>

- Review process
  - The *GFIT* Committee meets May through July to review all applications
    - You must provide "summer contact info" (email and phone) so that the researchers can reach you
    - Please respond to any questions in a timely manner; failure to respond usually affects selection

- Selection
  - By late-August all grant applicants will be notified from the *GFIT* Committee Chair or Assistant Chair
  - A Grant Award Ceremony is held in September

GFIT Timeline

- Implementation
  - Funds will be distributed directly to your school
    - Supplies should be ordered in September (or October at the latest)
      - **Keep your receipts!!!**
    - Teachers encounter the most challenging part of the grant to be ordering supplies; **being prepared and doing it early ensures later success**

  - Mid-Year Reports are due by December 15

  - Projects must be <u>completed by April 1</u>
    - **Do not include timelines or plans in your grant application that show completion later than this date**
    - Your final reports and receipts will be due by April 15
    - **Some evidence of project completion** (pictures of students doing the project, artwork samples, copies of journal entries, etc.) should be provided along with your final report

Resources and Questions

Resources and Questions

- Resources (www.jld.net/gfit)
  - 2018-2019 GFIT Application
  - Frequently Asked Questions
  - Grant Writing Workshop

- Questions?
  - Email gfit@jld.net
  - Emails will be returned within 48 hours